

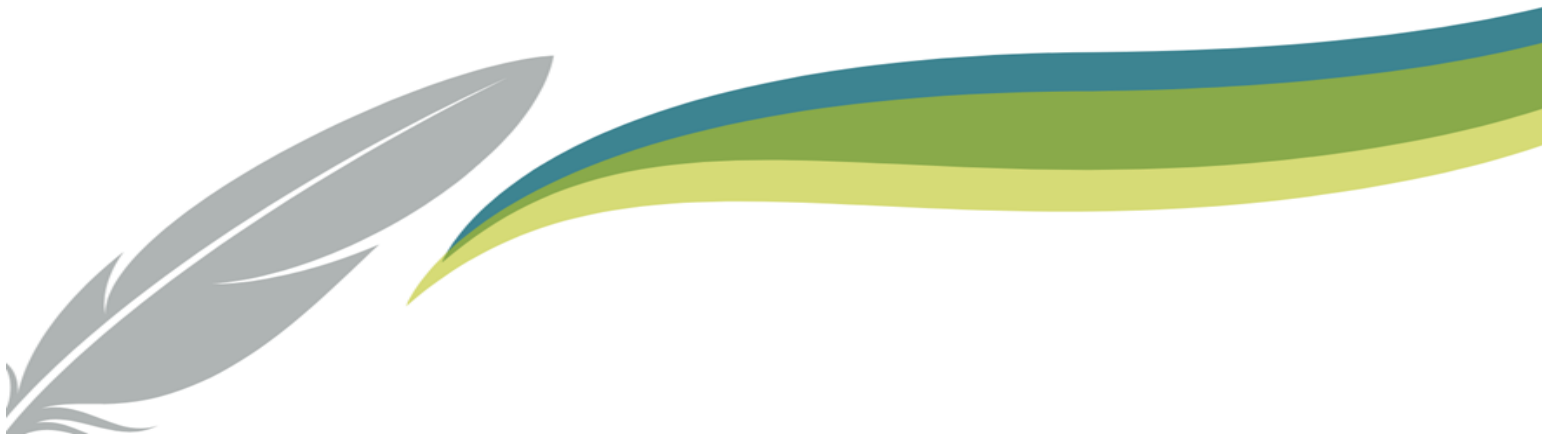


## Community Emergency Response Plan

### **PART 1**

# **ORGANIZATION AND MANAGEMENT**

## **2021**



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## **INTRODUCTION**

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### **SCOPE**

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1. The purpose of the Gambler First Nation Community Emergency Response Plan is to provide for a prompt and coordinated response to emergencies or disasters affecting our community. We are a resilient community and are proud to support planning and training initiatives with our members in mitigation, preparedness, response and recovery best practices.

This Emergency Plan does not apply to those day-to-day situations that are dealt with by Emergency First Responders.

Planning, in relation to an emergency situation, may be defined as the process of anticipating the need for the application of resources and manpower plus determining the methods of obtaining and applying these resources at the right time to achieve stated aims. As such, the contents of this Emergency Plan provide only guidance to the local government.

## GOAL

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The goal of the Community Emergency Response Plan is to provide the earliest possible coordinated response in order that the following objectives are assured:

1. Prevent or limit the loss of life,
2. Prevent or limit the loss of property,
3. Prevent or limit the damage to the environment,
4. The restoration of essential services.

## RESPONSIBILITY

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The responsibility for the health and welfare of its citizens rests with the elected officials of our community. Every community must be prepared to meet the threat that may arise from emergencies or disasters. Gambler First Nation has developed the following Emergency Plan. The contents of this Emergency Plan provide guidance for the community to respond to an emergency.

The Emergency Plan does not override the responsibility of emergency services (Police, Fire, and EMS) to take warranted extraordinary action within their scope of responsibility in the event of an emergent situation for the safety and well-being of the community.

Each individual has a responsibility to have in place an individual or family plan to deal with a community crisis. The preparation of the Community Emergency Response Plan should encourage individuals and families to prepare their own plan and the role of local government is to support these efforts through the distribution of information and educational opportunities. Community members should make every effort to protect their health, safety and personal property during emergencies. Public Safety Canada's [Get Prepared](#) website for emergency preparedness suggests being ready to take care of yourself and your family for at least 72 hours during an emergency if you are able to remain in your home. Even when evacuations are expected, Community members should be prepared to take care of their immediate needs for 72 hours in case of delays or unforeseen circumstances.

This document will not prevent nor reduce the possibility of an emergency occurring. It will aid in providing a prompt and coordinated response, thereby reducing human suffering and loss or damage to property and the environment.


The public must be informed about the Emergency Plan and educated as to certain elements (e.g. WARNING and EVACUATION procedures).

# BAND COUNCIL RESOLUTION

GAMBLER FIRST NATION

BAND COUNCIL RESOLUTION

1 of 1

 BAND COUNCIL RESOLUTION		Chronological No IR-63-20200601a
		File Reference No Emergency Response Plan
NOTE: The words "from our Band Funds" "capital" or "revenue", whichever is the case, must appear in all resolutions requesting expenditures from band funds.		
		Cash free balance
The council of the Gambler First Nation		Capital account \$
Date of duly convened meeting <input type="checkbox"/> D M Y	Province Manitoba	Revenue account \$
	01 06 2020	

**DO HEREBY RESOLVE:**

Pursuant to a resolution passed at a duly convened meeting of the Chief and Council of the Gambler First Nation (the "First Nation") on the first day of July, 2020, the Chief and Council of the First Nation have authorized the following:

WHEREAS The Elected Chief and council may pass resolutions for purposes respecting the safety, health and protection and well being of people, and the safety and protection of property;

AND WHEREAS Chief and Council shall prepare, approve and adopt emergency preparedness and response plans;

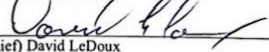
AND WHEREAS it is deemed expedient and in the public interest to adopt and emergency preparedness and response plan for the community to provide a prompt and coordinated response to emergencies;

NOW THEREFORE Chief and Council of Gambler First Nation enacts the following:

1. That the attached Schedule "A" hereafter known as the COMMUNITY EMERGENCY RESPONSE PLAN is hereby approved and adopted;
2. That the Chief and Council of Gambler First Nation may implement the Community emergency Plan in accordance with the procedures agreed to and set forth in the plan; and
3. That Gambler First Nation may enter into mutual aid agreements for emergency response;
4. That the Emergency Services Officer may develop and implement emergency exercise programs for testing the Community Emergency Response Plan;
5. That the Emergency Services Officer, or person appointed by Chief and Council may make such amendments as and when required to community Emergency Response Plan.

THEREFORE BE IT RESOLVED Council assembled at Gambler First Nation, 1 June 2020.

Quorum 2 (TWO)

  
(Chief) David LeDoux

  
(Councillor) Kellie LeDoux

\_\_\_\_\_  
(Councillor) Louis Tanner

## (SCHEDULE "A") EMERGENCY PLAN

The contents of this Emergency Plan provide guidance for Gambler First Nation to respond to an emergency.

This document will not prevent nor reduce the possibility of an emergency occurring. It will aid in providing a prompt and coordinated response, thereby reducing human suffering and loss or damage to property and the environment.

The public must be informed about the Emergency Plan and educated as to certain elements (e.g. WARNING and EVACUATION procedures).

This Emergency Plan does not alter or over-ride the responsibility of Emergency Services (Police, Fire, Ambulance) to take warranted extraordinary action for the safety and well-being of the community, where time is of critical importance.

## DEFINITIONS

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Chief & Council	shall mean a majority of the whole number of members required to constitute the Council of the First Nation (Quorum of 2)
Emergency	shall mean a present or imminent situation or condition that requires prompt action to prevent or limit the loss of life, property or damage the environment.
Emergency Services Officer	shall mean that person appointed by resolution of the Council as the Emergency Coordinator for the First Nation Community.
Emergency Control Group	shall mean the Chief, members of Council who are responsible for the policy development and control of emergency operations.
Emergency Operations Center	shall mean that location defined in the Emergency Plan as the overall command center for emergency operations.
Emergency Services	shall mean Police, Fire, EMS, Public Works and other public services provided by or on behalf of the community.
Information Center	shall mean locations for speedy gathering and transmittal of information. In the case of a major disaster, the Information Center shall include political and official representation at a senior level. It should be located at the Emergency Operations Center.
Incident Commander	shall mean the person designated by the appropriate authority to provide the control and coordination of the on-site emergency response team
Inner Perimeter	shall mean an area designated to enclose the actual emergency site and will include the first-aid station and casualty clearing station.
Liaison Officer	shall mean a person assigned to the Incident Commander, to liaise with other supporting agencies at the Emergency Site and liaise with the EOC.
On Site Command	shall mean the on site command center at the scene of a disaster.

Outer Perimeter	shall mean an area designated to enclose the emergency area and completely encircle it. This area will include the inner perimeter and leave ample area for setting up emergency centers and rescue operations. The outer perimeter is also used as a control measure between Emergency Operations Center and the On Site Emergency Command Center where all coordinated emergency response are taken.
Emergency Duty Officer (Indigenous Services Canada)	shall mean the officers of ISC that are assigned to a specific region of the Province to provide advice and assistance to the First Nation Community in that region regarding all aspects of emergency management.
Regional Emergency Manager (Manitoba EMO)	shall mean the officers of the EMO that are assigned to a specific region of the Province to provide advice and assistance to the municipalities in that region regarding all aspects of emergency management.
Registration & Inquiry	shall mean the location(s) for the registration of people affected by the emergency and for the distribution of information about their whereabouts.

## ACROYNMS

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ARES	Amateur Radio Emergency Service
AANDC	Aboriginal Affairs and Northern Development Canada
C&C	Chief and Council
DART	Disaster Animal Response Team
DFA	Disaster Financial Assistance
EOC	Emergency Operations Centre
ECC	Emergency Coordination Centre
ECG	Emergency Control Group
EMAP	Emergency Management Assistance Program
EMCC	Emergency Mobile Command Centre (Provincial)
EMO	Manitoba Emergency Measures Organizations (Provincial)
EMS	Emergency Medical Services
ESO	Emergency Services Officer
FEMA	Federal Emergency Management Agency (U.S.)
HC	Health Canada (Federal)



IC	Incident Commander
ICS	Incident Command System
INR	Indigenous and Northern Relations (Provincial)
ISC	Indigenous Services Canada (Federal)
MAFRD	Manitoba Agriculture, Food and Rural Development (Provincial)
CEC	Community Emergency Coordinator
MECC	Manitoba Emergency Coordination Centre
MHHL	Manitoba Health and Healthy Living (Provincial)
MIT	Manitoba Infrastructure and Technology (Provincial)
MOU	Memorandum of Understanding
NGO	Non-Governmental Organization
ODM	Manitoba Health Office of Disaster Management (Provincial)
OFC	Office of the Fire Commissioner (Provincial)
PAS	Personnel Accountability System
PHAC	Public Health Agency of Canada (Federal)
PIO	Public Information Officer
PS Canada	Public Safety Canada (Federal)
REM	Regional Emergency Manager (EMO)
RCMP	Royal Canadian Mounted Police
RHA	Regional Health Authority
RM	Rural Municipality
SOLE	State of Local Emergency
WSD	Manitoba Water Stewardship (Provincial)

# GUIDELINES

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## 1.1 FOR PREPAREDNESS

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Effective emergency management starts at the local level. AANDC encourages First Nation Communities to create and implement emergency management plans.

When there is an actual or impending emergency that could threaten life, property or the environment, the Chief and Council are responsible for using all available local resources to respond. They are also responsible for notifying ISC and provincial or territorial emergency management officials if a threat is beyond their community's response capacity.

### 1.1.1 Annual Review of Plan

The Emergency Services Officer will update the emergency plans annually and submit them to the Local Emergency Response Control Group for review prior to final approval by Chief and Council.

This submission must include

- the updated versions of Sections 1,2 and 3 and all appendices referred to in Section 2.
- Should a copy be remitted to AANDC, ISC or Manitoba EMO a resolution of council confirming that these sections and appendices have been updated and approved will be included in submission.  
The complete submission will be forwarded electronically

### REDISTRIBUTION OF EMERGENCY PLANS

Emergency Plans are numbered to coincide with specific positions, departments or agencies and not individuals.

In light of the above, when an individual relinquishes their position, the Emergency Plan must be passed on to their replacement.

### 1.1.2 Hazard Analysis/Community Emergency Management Guidelines

Gambler First Nation must prioritize hazards in their communities using an identified hazard analysis process. **Appendix A** – Hazard Analysis includes the Federal Emergency Management Agency (FEMA) model as an example, but communities may use other models. The hazard analysis must include a description of the hazards in their communities and the impact they could have on the communities (i.e. economic, environmental, physical).

The community will develop a Community Emergency Management Guideline (contingency plan) for each major hazard, included as **Appendix E** in the emergency plan, and have an exercise related to its number one identified hazard.

The community must also ensure that it has the basic equipment to handle the hazards in its area until additional resources arrive, and that its first responders have access to resources necessary to handle its top three hazards.

In addition, communities must inform their residents about the possible hazards in their areas.

**Refer to Appendix A - Hazard Analysis for a sample hazard analysis model  
Appendix E for Community Emergency Management Guidelines**

### 1.1.3 Memorandums of Understanding

Gambler First Nation may enter into assistance agreements with other parties through Memorandums of Understanding. A Memorandum of Understanding (MOU) may be used for agreements where one partner provides assistance to the other, or for mutual aid agreements, where the parties provide assistance to one another.

Section 8(1)(e) of *The Emergency Measures Act* states that every local authority: “may enter into mutual aid agreements with the government, any local authority, any department or any person with respect to the establishment, development or implementation of emergency preparedness programs and emergency plans and the conduct of emergency operations”

Gambler First Nation will formalize all mutual aid agreements through an MOU.

MOUs must be reviewed every 12 months.

#### **ASSISTANCE PARTNERS**

Each municipality will have different partners with which it will create assistance agreements, but a few to consider are the following:

- Surrounding Municipalities
- Canadian Red Cross
- Salvation Army
- Mennonite Disaster Service
- Amateur Radio Emergency Service
- Local School Boards
- Regional Health Authorities
- Various Clubs/Organizations
- Hotels
- Caters
- Institutions

**Refer to Appendix B for a list of MOUs.**

#### **1.1.4 Training and Public Education**

In partnership with First Nations communities, provincial and territorial governments and non-government organizations, Indigenous Services Canada's Emergency Management Assistance Program (EMAP) helps communities on reserve access emergency assistance services.

EMAP provides funding to First Nations communities so they can build resiliency, prepare for natural hazards and respond to them using the 4 pillars of emergency management:

2. mitigation
3. preparedness
4. response
5. recovery

EMAP aims to be:

- flexible
- culturally sensitive

- responsive to the unique strengths and customs of First Nations communities
- adaptive to the evolving challenges resulting from emergency events

The Community Emergency Services Officer will conduct training and offer public education as necessary to meet the requirements within their own emergency programs.

The Community Emergency Services Officer (ESO) should keep a file or database/record system of the individuals trained for the community.

#### **1.1.5 Exercises**

In every three-year period, two exercises of the community emergency response plan must be completed. An actual incident, with the Emergency Operations Centre (EOC) open and functioning and volunteer groups utilized.

Exercises should be part of a progressive program, and range in scale from a tabletop to full-scale exercise. An exercise after-incident/debriefing report must be submitted to Chief and Council. In the case that an actual incident takes the place of an exercise, an after-incident report will still be required.

## **1.2 STATE OF LOCAL EMERGENCY**

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### **1.2.1 Declaring a State of Local Emergency**

To declare a SOLE for all or part of Gambler First Nation, the following steps must be completed:

1. The local authority (Chief and Council) must pass a council resolution to declare a state of local emergency. Where a local authority is unable to act quickly, such as where a quorum cannot be brought together to pass a resolution, the Chief may make a declaration.
2. The declaration and resolution from the local authority must be forwarded by the most effective means to the ISC Emergency Duty officer at 1 855 850-4647

**(See template: FORM – Declaration of a State of Local Emergency.)**

3. Following the declaration, the local authority must communicate the details of the state of emergency to residents of the affected area by the most appropriate means available.

### **Terminating a State of Local Emergency**

When an emergency no longer exists in any area of the community for which a declaration of a SOLE was made, the local authority may terminate the declared SOLE. The local authority must inform the residents of the affected area of the termination and send a copy of the declaration with resolution to ISC.

## **1.2.2 Authorities and Legislative Requirements**

The Minister of AANDC is responsible for supporting on-reserve mitigation, preparedness, response, and recovery activities for First Nations communities as per the federal *Emergency Management Act 2007*.

AANDC works with Public Safety Canada to ensure the safety and well-being of First Nations on reserves through the promotion of the four pillars of emergency management: mitigation, preparedness, response and recovery.

AANDC provides this support through the *Emergency Management Assistance Program*.

### **AANDC's Role (as defined)**

AANDC works with provincial and territorial governments to ensure First Nations have access to comparable emergency assistance services available to other residents in their respective jurisdiction. The provinces are responsible for emergency management within their areas of jurisdiction and therefore have the expertise and capacity to deliver these services on behalf of AANDC.

The provinces and territories are responsible for activities related to emergency management within their respective jurisdictions. However, Section 91(24) of the Constitution Act 1867 prescribes the legislative authority of the Government of Canada for “Indians, and Lands reserved for the Indians”. This authority is delegated to the Minister of Aboriginal Affairs and Northern Development Canada as per the Indian Act and the Department of Indian Affairs and Northern Development Act, (R.S.C. 1985 c. I-6, sec. 4).

The Emergency Management Act 2007 (EMA) states that each federal minister is responsible for the identification of risks that are within or related to his or her area of responsibility, including those related to critical infrastructure. Under the EMA, ministers are required to prepare emergency management plans in respect of those risks; maintain, test and implement the plans; and conduct exercises and training in relation to the plans.

AANDC’s Treasury Board Program Authority #330 sets out the management terms and conditions for “Contributions for Emergency Management Assistance for Activities on Reserve”. The Program structure recognizes that the provinces and territories have constitutional jurisdiction for emergency management, while the federal government has jurisdiction for Indians and lands reserved for Indians.

## **Legal and Policy Authority**

***The following Federal and Provincial Acts contribute to the framework of the Gambler First Nation Community Emergency Response Plan***

- *Department of Indigenous Services Act, S.C. 2019, c. 29, s.336, s. 6(2)(h)*
- *Indian Act, R.S.C. 1985 c. I-5*
- *Emergency Management Act S.C., 2007, c.-15*
- *Public Health Events of National Concern Payments Act, 2020*
- *AANDC National Emergency Management Plan*
- *The Emergency Measures Act C.C.S.M. c E80 (Manitoba)*



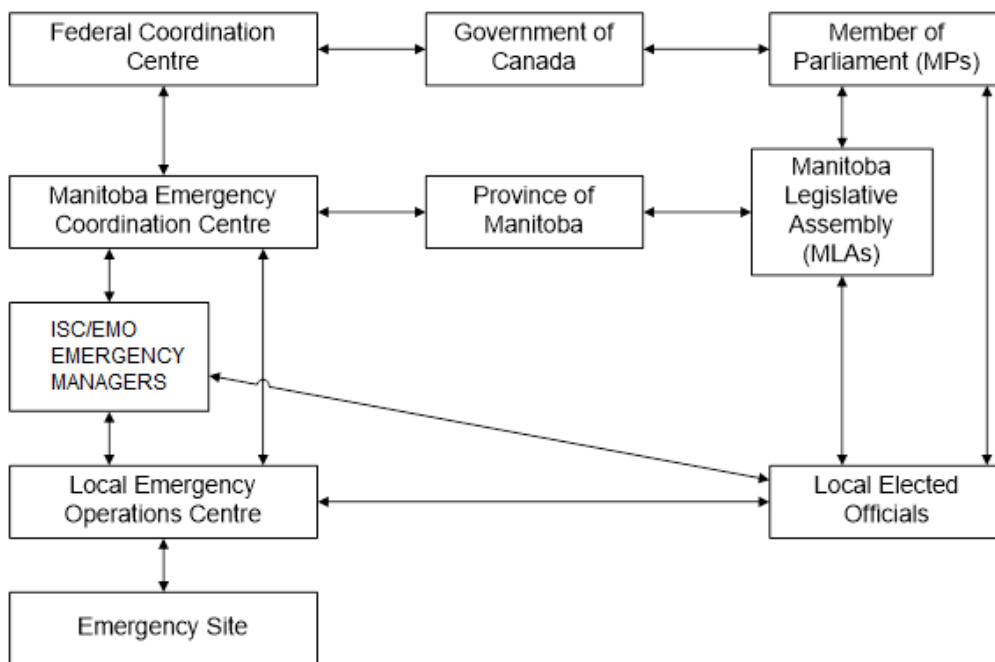
## 2 ORGANIZATIONAL STRUCTURE

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### 2.1 COMMUNICATION STRUCTURE FEDERAL/PROVINCIAL

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#### 2.1.1 Communication Structure During the Emergency



This diagram depicts the general flow of communication between different bodies. It does not reflect a reporting relationship between the different bodies.

Note: Because there are several lines of communication between the local EOC, Elected Officials, and ISC, it is imperative that all information is also directed through the local EOC and ISC Regional Duty Emergency Managers.

### 2.1.2 Local Authority

The local authority (elected officials) will communicate with five key groups during an emergency: the municipal EOC, EMO, political bodies, the public, and the media.

Group	Purpose of Communication
Local EOC	To make legal, financial, and strategic decisions to support emergency operations and the well-being of the municipality
ISC – Regional Emergency Duty Manager	For guidance on acts, declarations and resolutions
Other political bodies (municipal, provincial, federal)	To act as a buffer between other political bodies and EOC
Public and Media	In partnership with the EOC, to communicate emergency information and instructions (Media releases/messages regarding emergency operations should be confirmed with EOC)

Any requests for information from the emergency site (Site) should go through the municipal EOC.

### 2.1.3 Community EOC

The EOC will communicate with six key groups during an emergency: site responders, EMO, other responding organizations, the local authority, the public, and the media.

Group	Purpose of Communication
Site Responders	To provide support to the site through resources and services To ensure coordination between site activities and activities happening outside the site
ISC- Emergency Duty Officer EMO – Regional Emergency Manager	For advice regarding all aspects of emergency management To request assistance from the provincial or federal governments To report emergency management actions, such as declarations and evacuations
Other Responding Organizations	To ensure coordination between response activities To request or offer response support

Local Authority	For direction/decisions on legal, financial, and strategic issues necessary to support emergency operations and the well-being of the community
Public and Media	In partnership with the local authority, to communicate emergency information and instructions (Media releases/messages should be approved by local authority)

## 2.2 EMERGENCY SITE

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Initial emergency response personnel, acting in good faith, may take such action(s) as may be required to protect lives, property, and the environment in the municipality, until a higher command authority is established.

### 2.2.1 Division of Responsibility

- The Incident Commander (IC) shall, on behalf of the local authority, coordinate and direct all emergency services, support services, and volunteers working in the designated emergency zone.
- The local EOC will manage the remainder of the community and provide support to the Site.

### 2.2.2 Requests for Resources and Services

- As soon as an EOC is functional, the incident commander must direct all requests for resources and services through the EOC.

### 2.2.3 Communication between Site and EOC

- The Site and EOC must communicate updated information and requests for resources and services through identified personnel (incident commander, liaison officer, EOC manager, etc.)
- The Site and EOC must communicate at regular intervals and at significant points in the response.

### 2.2.4 Site Security

- The Site is responsible for setting up and managing security at the site. This will include establishing a Personnel Accountability System (PAS).

- Authorized individuals seeking access to the site will need to provide acceptable identification and register with the PAS.

#### **2.2.5 Media Relations**

- The media will frequently attend both the site and the EOC. Personnel at each location must be assigned to work with the media. The Site Media Officer and the EOC Public Information Officer must remain in close contact to ensure consistent messages are communicated.

### **2.3 EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM**

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The Emergency Operations Center Management Team will direct and control the response to the emergency. The team will be responsible for providing essential services and resources to the community and to the Emergency Site Team. The EOC team may consist of the following positions:

- Chief and Council
- Emergency Services Officer (ESO) / EOC Manager
- Public Information Officer
- Communications Coordinator
- Social Services Coordinator
- Public Works/Resources Coordinator
- Transportation Coordinator
- Human Resources/Volunteer Coordinator
- RCMP/Police Representative
- Fire Representative
- EMS Representative
- Finance Manager

It is recommended that the ESO be the manager of the EOC.

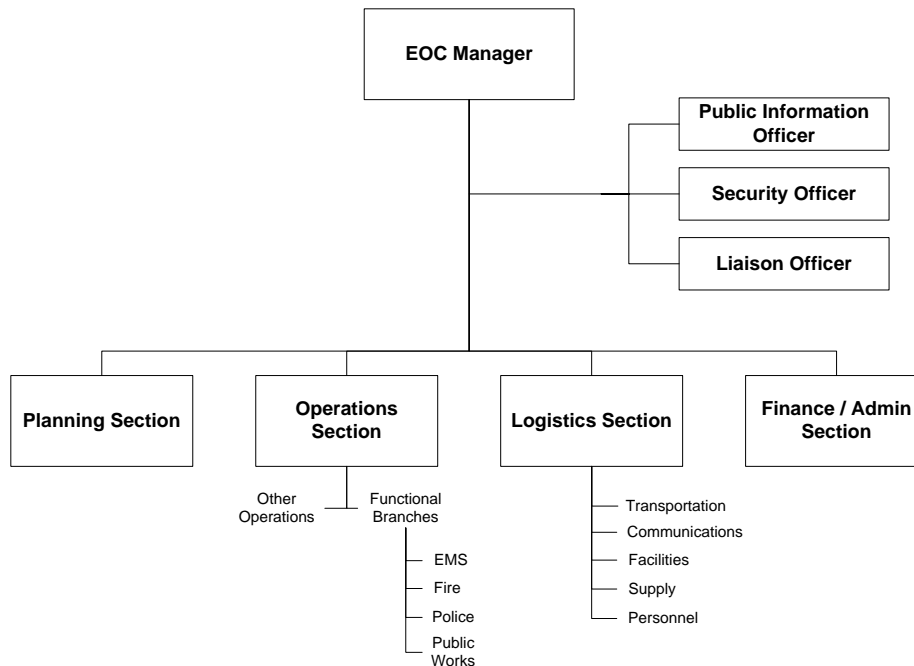
## 2.4 EOC STRUCTURES

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Different structures may be used to organize personnel in the EOC. The following diagrams are examples of two commonly used structures.

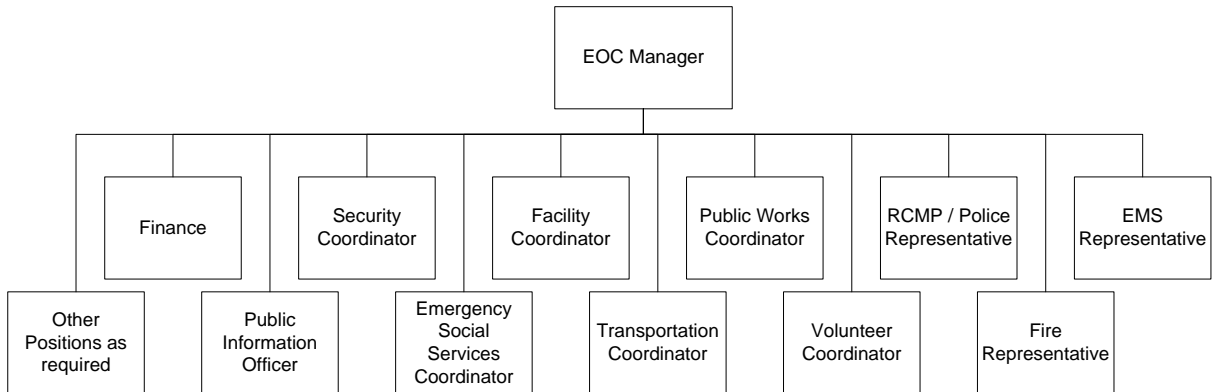
EOC personnel should be trained to function within their EOC structure in advance of an event.

### 2.4.1 ICS-Type Structure



This is an example of an incident command system (ICS)-type of structure that could be used in an EOC. Below the section headings are examples of functions that might within those sections. Refer to ICS documents and training materials for a complete explanation of functions that fall under each section.

## 2.4.2 ESM-Type Structure



This is an example of an emergency site management (ESM)-type of structure that could be used in an EOC. Refer to ESM documents and training materials for a complete explanation of this structure.

## 2.5 DUTIES & RESPONSIBILITIES

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The following section lists the primary responsibilities of personnel filling the positions below during an emergency response.

**Note:**

- Personnel may need to fill multiple positions based on the size of the event and the number of staff available.
- Some positions may only be needed during part of an event.
- All positions may not be filled during each event.

## **EMERGENCY OPERATIONS CENTRE MANAGEMENT TEAM'S RESPONSIBILITIES**

The Emergency Services Officer will ensure the following responsibilities are considered and/or completed

- [ ] Calling out of designated emergency services in response to the emergency.
- [ ] Incident Command System to be in force at Emergency Site with Emergency Coordinator ,Chief and Council and all responding emergency services being informed of Incident Commander. Identify if unity of command is necessary and implement a joint command partnership
- [ ] Determine if the location of the Emergency Operations Centre is appropriate.
- [ ] Consult with the Emergency Site Manager, and the Chief and/or Council to determine if a Declaration of a State of Local Emergency is required. The Declaration of a State of Local Emergency when properly completed must be submitted to ISC .
- [ ] Providing adequate communications from the Emergency Operations Centre to the Emergency Site (radio or telephone).
- [ ] Determine whether an evacuation of residents is required. Overseeing that the needs of the evacuated residents are being met. The receiving community must be notified that an evacuation is underway and whether or not the evacuees require accommodation, food and other services.
- [ ] Discontinuing of utilities or services provided by public or private concerns i.e. hydro, water, gas, closing down community center, health center, etc.
- [ ] Implement mutual aid arrangements with neighboring communities/municipalities .
- [ ] Determine if volunteers are required.
- [ ] Determine if transportation is required for evacuation of persons or the moving of supplies.

- [ ] Ensure that the residents of the community are updated on the response to the emergency. (Information may be circulated by informing television, radio and newspapers).
- [ ] Expend money as authorized to deal with the emergency.
- [ ] Notify the response personnel and residents of the termination of the emergency.
- [ ] Submit Termination of a State of Local Emergency to ISC
- [ ] Maintain a log of all activities and decisions made.
- [ ] After the emergency conduct a review of emergency response procedures and make amendments to the emergency plan where required.
- [ ] Respite 12 hour shift to be determined during first shift.
- [ ] A brief/debrief session at every shift change or as necessary.

In any emergency, collect and verify information from credible sources, (Fire, Police, Ambulance or Emergency Site Manager).

Commit your community's resources according to this information. Do not UNDER or OVER commit resources.



## **CHIEF AND COUNCIL**

- Implementing the emergency plan in whole or in part.
- The council, or in the absence of a quorum of council, the Chief is responsible for the Declaration of a State of Local Emergency.
- Are responsible for the termination of a State of Local Emergency.
- Notifying Indigenous Services Canada that a State of Local Emergency has been declared.
- The authorization of media releases.
- Ultimate decision maker.
- Log all actions and decisions.
- In larger events, they may choose to appoint/approve the Incident Commander.

## **EMERGENCY SERVICES OFFICER (ESO) /EOC MANAGER**

- Coordinate the Emergency Operations Center Management Team's activities.
- Keep the Chief and Council informed of developments as they occur.
- Request peacetime emergency mutual aid agreement resources.
- Review media releases.
- Log all actions and decisions.
- Requesting a full report of all emergency operations activities from all responding municipal agencies.

### **ESO ONLY**

- Activate the Emergency Operation Center
- Coordinate the emergency response.
- Initiate call out of the Emergency Operation Management Team
- Implementing the emergency plan in whole or in part.
- Advising Chief and Council declaring a State of Local Emergency.
- Prepare post-emergency reports.
- Shall ensure amendments to the emergency plan are made.
- May act as EOC Manager or designate a EOC Manager for EOC.
- Coordinate security at the Emergency Operations Centre to ensure only authorized personnel enter the facility.
- Coordinate with the local policing authorities to ensure sufficient security is in place at the scene of the disaster.

## **FINANCE MANAGER**

- Advise Chief and Council on legislation and procedures regarding spending (EMAP).
- Take direction from the Chief and Council.
- Maintain financial and other records pertaining to the emergency operations.
- Log all actions and decisions.

## **PUBLIC INFORMATION OFFICER (PIO)**

- Develop timely media releases concerning the emergency for release to radio stations, television and newspapers, pending approval from Chief and Council.
- Deliver media briefings or brief the community's official spokesperson.
- Establish media facilities.
- Monitor the media for possible errors being reported about the emergency.
- Establish a means of informing evacuees of the activities undertaken in their community.
- Maintain a media resources list.
- Log all actions and decisions.
- Ensure coordination of media relations between Site and EOC

## **COMMUNICATIONS MANAGER**

- Establish necessary communications from the Emergency Operations Centre and the emergency site.
- If necessary, request additional telephones for Emergency Operations Centre and emergency site.
- Arrange for additional radio equipment and operators for volunteer organizations.
- Log all actions and decisions.

## **EMERGENCY SOCIAL SERVICES MANAGER/ HEALTH DIRECTOR**

**\*MAY DELEGATE DUTIES TO, FOOD CHIEF, PERSONAL SERVICES CHIEF & RECEPTION COORDINATOR**

- Activates emergency social services plan
- Develop and maintain evacuation and reception resource lists.
- Coordinate and develop evacuation and reception arrangements with neighboring municipalities.
- Manage food, lodging, personal services, clothing, registration, inquiry and medical services.
- Assist reception communities in whatever way possible.
- Provide information to evacuees concerning state of affairs of the evacuated community and expected re-entry if known.
- Designates facilities and sets up facilities for food, accommodation, registration and inquiry, personal services and clothing.
- Sets up and designates space for reception center.
- Identify facility scheduling issues.
- Assist reception communities in whatever way possible.
- Log all actions and decisions.

## **PUBLIC WORKS (LGD) / RESOURCES MANAGER**

- Ensure resources are available when requested. (i.e. equipment, barricades, supplies, construction companies, and contractors).
- Coordinate purchases, rentals, leases of equipment and maintain records of same.
- Assists in the disconnecting of utilities – water, sewer, hydro, gas, telephones etc.
- Restore essential services.
- Log all actions and decisions.

## **TRANSPORTATION MANAGER**

- Develop and maintain a transportation resource list of various vehicles.
- Coordinate the transportation of personnel and materials.
- Determine gasoline and diesel requirements for the emergency.
- Direct transportation resources as required, i.e., taxi companies, buses and aircraft (consider mutual aid).
- Determine safe route of transport for supply and passenger vehicles directed away from the disaster site.
- Work closely with the Social Services Director to supply evacuation transport.
- Log all actions and decisions.



## **VOLUNTEER COORDINATOR**

- Arrange for volunteers as requested.
- Maintain a list of volunteers for various purposes.
- Ensure the needs of volunteers are met, i.e. transportation, feeding, respite, etc.

## **RCMP/POLICE REPRESENTATIVE**

- Provide emergency site security (establish inner and outer perimeter of emergency site).
- Manage traffic and crowd control.
- Coordinate evacuation.
- Set up of a temporary morgue, if necessary.
- Advise medical examiner in the event of a fatality.
- Establish Incident Command/Joint Command with Fire Dept.
- Log all actions and decisions.

## **FIRE REPRESENTATIVE**

- Establish Incident Command.
- Coordinate firefighting/hazardous material operations.
- Activate the fire mutual aid system if necessary.
- Assist with the evacuation of people.
- Log all actions and decisions.

## **EMS REPRESENTATIVE**

- Establish Incident Command.
- Provide first aid on site.
- Initiate health mutual aid if necessary.
- Log all actions and decisions.

### 3 FORMS

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Forms may be used in the preparation or execution of the plan. Forms are contained in individual files marked **FORMS – [SECTION 4 OF PLAN]**. Pre-scripted public information/media forms are available in **SECTION 4, Appendix D – Public Information Messages**.